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| Hampshire AchievesTutor’s Course File Checklist (Apprenticeships) | ü |
| Marked RegisterFor each session record attendance and punctuality (held on OneFile) |  |
| Information about the Course e.g., course information leaflet and/or flyer, this should include course aims (Intent), learning objectives, and progression opportunities.Apprenticeship Standard and Assessment Plan |  |
| **Learner Induction Checklist**(Signed by Tutor conducting induction session)  |  |
| **Planning documentation** (Implementation)* Apprenticeship Agreements and Training Plan (Stored on SharePoint)
* Curriculum Plan for duration of course showing session by session content and delivery methods.

Documentation should clearly identify:* SMART objectives
* Assessment; Differentiation; Resources
* Opportunities for promoting Health and Safety; Safeguarding and Prevent; & Equality, Diversity and Inclusion
* Embedding of English, maths, and British Values (where appropriate)
* Curriculum plan review and evaluation (completed after each session).
 |  |
| **Confirm location of learner records:** Initial assessment results, Assessment results, Progression and 3-way reviews* [CENTURY | Online Learning | English, Maths and Science](https://www.century.tech/?utm_source=Google&utm_medium=cpc_b2b&utm_campaign=9954257644&utm_content=123723949429&utm_term=century%20tech&utm_medium=cpc_b2b&utm_campaign=&utm_source=&utm_term=century%20tech&hsa_net=adwords&hsa_grp=123723949429&hsa_mt=e&hsa_tgt=kwd-902096475005&hsa_kw=century%20tech&hsa_src=g&hsa_acc=7949217619&hsa_cam=9954257644&hsa_ver=3&hsa_ad=530879325302&gad_source=1&gclid=CjwKCAjwps-zBhAiEiwALwsVYeYV8Rr0o6bjS505N-u5qy6BqfYoOsgXGEb8T-_4Qxt7TlM_J3p7ShoCf2QQAvD_BwE)
* [Eportfolio | OneFile](https://onefile.co.uk/eportfolio/)
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| **Safeguarding & Prevent Tutor Checklist (SP01)*** Completed and updated annually
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| **Health and Safety Classroom / Activity Risk Assessments*** Classroom risk assessment
* Safeguarding considerations e.g., classroom environment (face to face and/or online)
* Supported by centres own health & safety considerations/assessments

(Signed by Tutor, updated when appropriate) |  |

**See VLE for templates of all curriculum planning and delivery, format must not be changed/adapted without the approval of the Development Manager (Quality & Assessment)**

[Course: HA Quality documentation templates (participationandlifelonglearning.co.uk)](https://www.participationandlifelonglearning.co.uk/course/view.php?id=720#section-6)